



# National Science Foundation

## *Excepted Position Vacancy*

**ANNOUNCEMENT NO:** E20030095

**OPEN:** 09/02/2003

**CLOSE:** 09/16/2003

**This is a permanent position.**

**POSITION VACANT:** Senior Advisor for Management & Planning, AD-0301-5. Annual salary ranges from \$115,184 to \$137,543.

**LOCATION:** Office of Information and Resource Management (OIRM), Arlington, VA.

**BARGAINING UNIT STATUS:** This position is excluded from the bargaining unit and will be filled in accordance with the Merit Promotion Plan described in NSF Manual 14 (PER II-100).

**AREA OF CONSIDERATION:** All Sources

### **THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE**

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

**DUTIES AND RESPONSIBILITIES:** The National Science Foundation, an independent Federal agency, promotes and advances science and engineering in the United States through programs that invest over \$5 billion per year in research and education projects. The Office of Information and Resource Management (OIRM) administers a broad set of service activities related to the agency's human resources, information systems, and infrastructure. The Senior Advisor for Management and Planning, a key member of the OIRM leadership team, participates with the OIRM Director in coordinating the broad scope of activities within OIRM, with organizations throughout the Foundation, and with external bodies. The Senior Advisor also serves as a member of the OIRM leadership team and as the focal point for assisting the OIRM, Director and other senior staff in defining and developing OIRM's priorities, goals and operating plans, as well as, appropriate evaluative mechanisms to assess performance. Works with other senior staff to ensure that OIRM's priority areas and funding decisions are directly linked to NSF's strategic plan. Establishes processes and procedures to monitor OIRM/division goals and objectives in connection with adherence to the NSF strategic plan, the President's Management Agenda, and established customer service standards. More information about the Office of Information and Resource Management can be found at <http://www.nsf.gov/oirm>.

**QUALIFICATIONS REQUIRED:** Applicants must have an advanced degree in public administration or a related field, such as human resource management or business administration, or equivalent professional experience or a combination of education and experience in these areas.

### **QUALITY RANKING FACTORS:**

- Demonstrated proficiency in developing organizational priorities, goals and operating plans and linking them to strategic plans, key initiatives, and budget priorities.

- Demonstrated ability in stressing accountability and continuous improvement. Includes the ability to design measures for monitoring, analyzing and evaluating programs, policies and organizational performance.
- Demonstrated ability to work effectively in an interdisciplinary environment and to collaborate effectively with technical, business and scientific staff.
- Ability to effectively present and advocate organizational plans and policies to peers, high-level decision making groups and policy groups, both inside and outside the agency.

**BASIS FOR RATING:** Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors.

**CONDITIONS OF EMPLOYMENT:** Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period may also be required. The individual selected for this position will be required to file an "Executive Branch Personnel Public Financial Disclosure Report (SF-278) in accordance with the Ethics in Government Act of 1978.

**HOW TO APPLY:** Please ensure that your application includes the following:

- 1.) Resume or other application format of your choice.** Your application should contain the following information: Country of citizenship. Information about your education, your major, and type and year of degree(s). Information about your work experience, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you have held various positions with the same employer, describe each separately. The brochure *Applying for a Federal Job* (OF 510) provides information on the federal job application process; it is available on OPM's website at [www.opm.gov/forms/html/of.htm](http://www.opm.gov/forms/html/of.htm).
- 2.) Narrative statement addressing your background in terms of the Quality Ranking Factors listed on this announcement.**
- 3.) NSF Form 1232, "Applicant Survey."** Submission of this form is voluntary and will not affect your application for employment. The information provided will be used only for statistical purposes.

**APPLICATION SUBMISSION:** Applications must be received by the closing date on this announcement. Applications may be transmitted electronically to [execsrch@nsf.gov](mailto:execsrch@nsf.gov) or mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: E20030095, 4201 Wilson Blvd., Arlington, VA 22230. Inquiries or questions should be directed to: Executive Personnel Staff at (703) 292-8755; hearing impaired individuals should call TDD (703) 292-8044. Additional information on the NSF mission, structure, programs and operations may be accessed through our Homepage [www.nsf.gov](http://www.nsf.gov). The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact on this vacancy announcement.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY

OMB No. 3145-0096  
Expiration: 7/31/2005

Vacancy Ann. #: \_\_\_\_\_ Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_ 2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- |                                                                                         |                                                                           |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 01 - Newspaper (specify) _____                                                          | 10 - Federal, State or local job information center                       |
| 02 - Contact with NSF Personnel Office<br>(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or<br>Veterans Administration |
| 03 - NSF-initiated personal contact                                                     | 12 - State employment office                                              |
| 04 - Science Magazine, or other professional journal or magazine<br>(specify) _____     | 13 - School or college counselor or other official                        |
| 05 - Affirmative Action Register                                                        | 14 - Private job Information service                                      |
| 06 - Attendance at conference, meeting or job fair<br>(specify) _____                   | 15 - Private employment service                                           |
| 07 - NSF recruitment at school or college                                               | 16 - Friend or relative working at NSF                                    |
| 08 - Colleague referral                                                                 | 17 - Friend or relative not working at NSF                                |
| 09 - NSF Bulletin                                                                       | 18 - NSF website                                                          |
|                                                                                         | 19 - Internet or other website                                            |
|                                                                                         | 20 - Other (specify) _____                                                |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;  
6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs  
and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: \_\_\_\_\_

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER